



CITY OF SUGAR LAND

OPEN RECORDS REQUEST CITY SECRETARY'S OFFICE

**2700 Town Center Boulevard North
Sugar Land, Texas 77479
Post Office Box 110
Sugar Land, Texas 77487-0110
281-275-2730
281-275-2316 Fax**

Date:	Time:
Name:	Street:
City, State:	Zip:
Home No.:	Email:
Daytime No.	Fax No.

Please list the records that you are requesting to view or receive a copy. List specific dates if possible. If this is not possible, please list the beginning and ending dates. I understand that there may be a charge for this service. If that charge exceeds \$40.00, I will be notified prior to the processing of this request.

SIGNATURE: _____ **DATE:** _____

Office Use Only	Date Request Received
Date Information Provided: _____	
Type of Information Provided: _____	
Provided By: _____	